

# Bloggging 101





<https://www.blogger.com/start>



Creating a blog is as easy as 1-2-3-4. Here are some easy steps for creating a Blogger account. Blogger is FREE website.

### Why use Blogger?

*A blog gives you your own voice on the web. It's a place to collect and share things that you find interesting— whether it's your political commentary, a personal diary, or links to web sites you want to remember.*

*Many people use a blog just to organize their own thoughts, while others command influential, worldwide audiences of thousands. Professional and amateur journalists use blogs to publish breaking news, while personal journalers reveal inner thoughts.*


*Whatever you have to say, **Blogger** can help you say it.*

1

Create a Google Account

Google Accounts

This process will create a Google account that you can use on other Google services. If you already have a Google account perhaps from Gmail, Google Groups, or Orkut, please [sign in first](#)

Email address (must already exist)	<input type="text"/>	You'll use this address to log in to Blogger and other Google services. We'll never share it with third parties without your permission.
Enter a password	<input type="password"/> <a href="#">Password strength:</a>	Must be at least 6 characters long.
Retype password	<input type="password"/>	
Display name	<input type="text"/>	The name used to sign your blog posts.
Word Verification	 <input type="text"/>	Type the characters you see in the picture to the left.
Acceptance of Terms	<input type="checkbox"/> I accept the <a href="#">Terms of Service</a>	Indicate that you have read and understand Blogger's Terms of Service

CONTINUE

The first step to creating your **Blogger** account is to create a Google Account. Follow the steps on the website.

You can use your Gmail account or create a new Google account.

**Blogger™** Push-Button Publishing

1 CREATE ACCOUNT ▶ 2 NAME BLOG ▶ 3 CHOOSE TEMPLATE

## 2 Name your blog

Blog title ?  Enter a title for your blog.

Blog address (URL) ?  http://.blogspot.com You and others will use this to read and link to your blog.  
[Check Availability](#)

OR

Advanced Setup Want to host your blog somewhere else? Try [Advanced Blog Setup](#). This will allow you to host your blog somewhere other than Blogspot.

**CONTINUE**

Now you need to make up a name for your blog.

Some examples of other blogs include:  
*Shaaza's blog*  
*Our centres blog*  
*Teacher Blog.*  
*Shaza's rave*  
*Kids rock*

**Blogger™** Push-Button Publishing

1 NAME BLOG ▶ 2 CHOOSE TEMPLATE

## 2 Choose a template

Choose a custom look for your blog.

You can easily **change the template later**, or even create your own custom template design once your blog is set up.

**Minima**  
Created by: Douglas Bowman  
[preview template](#)

**Minima Black**  
Created by: Douglas Bowman  
[preview template](#)

**CONTINUE**

You can choose a template to get you started. You can change your template at a later if you wish.

**The Cutest BLOG ON THE BLOCK**

Sign Up / Login

New Here? Here's how to get started:

1. grab a free background → 2. grab a banner to match → 3. add some fun extras

[Click Here](#) [Click Here](#) [Click Here](#)

**Custom Blog Design** Let the Cutest Blog on the Block give your blog a personal touch!

**FOR MOM** We'll never forget the love our moms put into everything they did... A blog book is a special way to show your Mom you care this MOTHER'S DAY. [Click to get started...](#)

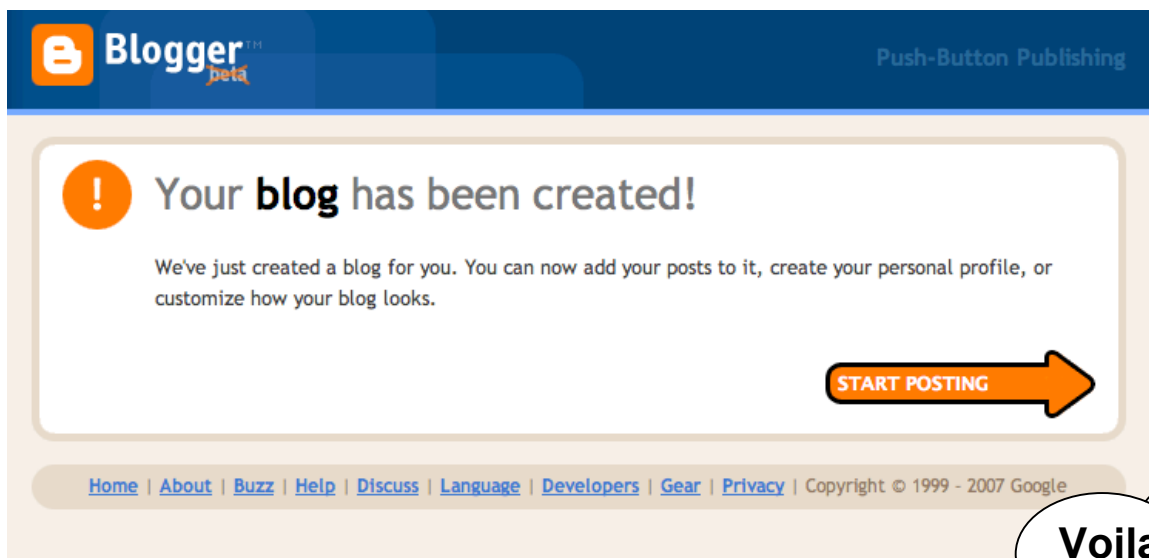
**#1 TEMPLATE GENERATOR FOR BLOGGER™**  
Generate unlimited template ideas. Be a designer without knowing HTML.  
[Start Today](#)

**Freelance Writing**  
 Telemarketing  
 Crafts for Kids  
 Online Survey  
 Web Calendar  
 Ebook Publishing  
 Home Jobs  
 Blog Hosting  
 Baby Shower Gifts  
 Designer Baby Clothing

**Helpful Sites**  
 Home  
 Blog Design Tips  
 Free Coupons  
 Crafts for Kids  
 Digital Scrapbooking

**It's All FREE!**  
 Home  
 Free Backgrounds  
 Free Banners  
 Free Extras  
 Free Blogging Secrets  
 Free Blog Community  
 Free Website Template

You can choose some amazing free backgrounds from:  
<http://www.thecutestblogontheblock.com/>




**Blogger™**  
 beta

Push-Button Publishing











## Publish your thoughts

A blog gives you your own voice on the web. It's a place to collect and share things that you find interesting— whether it's your political commentary, a personal diary, or links to web sites you want to remember.

Many people use a blog just to organize their own thoughts, while others command influential, worldwide audiences of thousands. Professional and amateur journalists use blogs to publish breaking news, while personal journalers reveal inner thoughts.

Whatever you have to say, Blogger can help you say it.


[CREATE A BLOG](#)





**Blogger™**  
 beta

Push-Button Publishing











## Design your blog

Whether you're starting your blog or just think it's time to give your existing blog a facelift, Blogger's user-friendly editing tools help you easily design a great-looking page.

**Templates** — Our collection of templates will get you started with an attractive site right away without you having to learn any HTML, though Blogger also allows you to edit your blog's HTML code whenever you want.

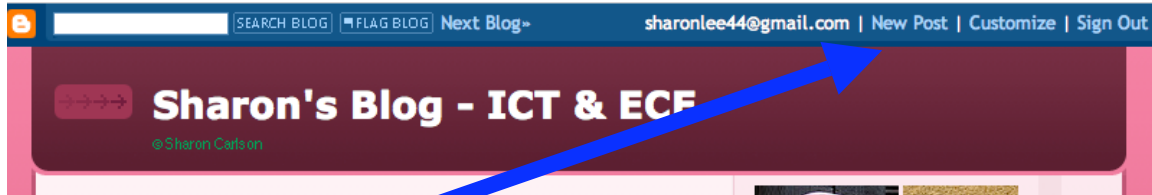
**Custom colors and fonts** — When you're ready to take the next step, you can further customize our templates to create a design that perfectly reflects you and your blog.

**Drag-and-drop page elements** — Blogger's simple drag-and-drop system lets you easily decide exactly where your posts, profiles, archives and other parts of your blog should live on the page.

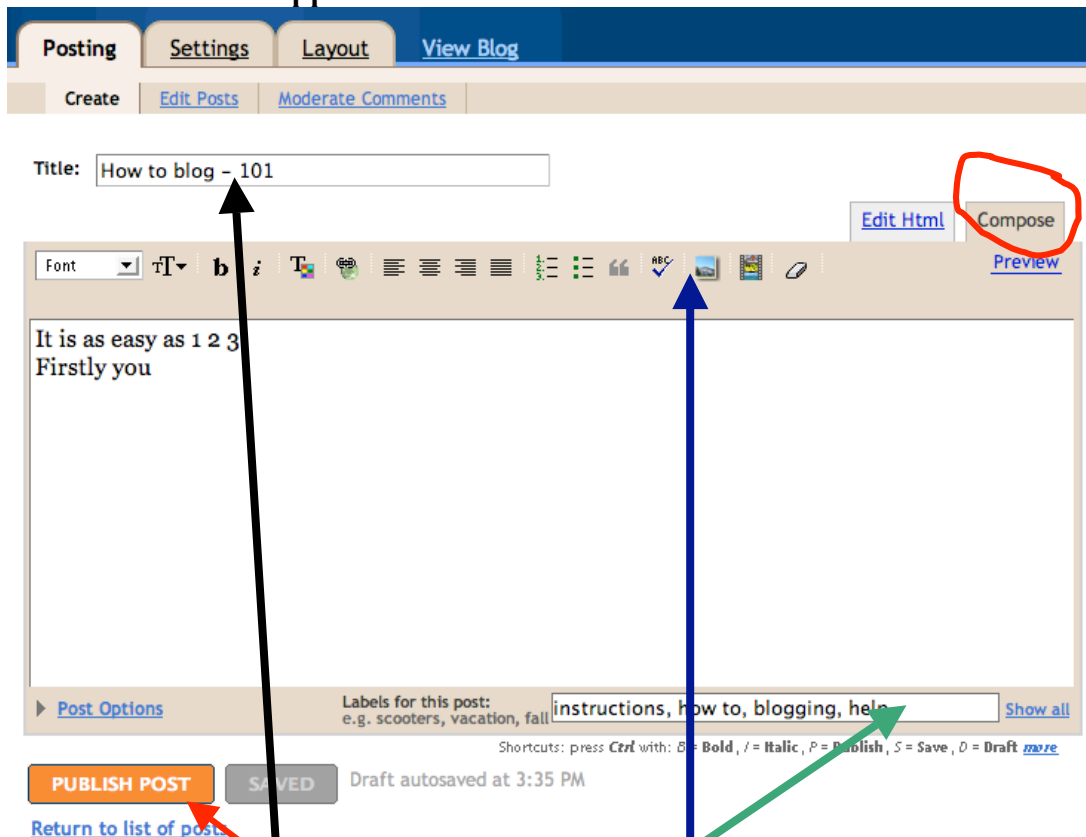

[CREATE A BLOG](#)




# Publishing on your Blog



Click on New Post  
The screen below appears



Name the post by Typing in your title  
In the body type in your posting

You can add photos from your computer with this  
bottom and one next to it is for  
uploading movies from your computer i.e photostory3

It is useful to label or put name tags to your posting, just think if you were going to want to search for an item, what are all the possibilities you could call it?  
When you are happy with your posting click on the Publish post button and it will appear on your blog.

Sharon's Blog - ICT & ECE sharonlee44@gmail.com | Dashboard | Help

Posting Settings Layout View Blog

Create Edit Posts Moderate Comments

Title: What only a Mum can say!

Edit Html Compose

Preview

```
<object width="425" height="355"><param name="movie"
value="http://www.youtube.com/v/IGoelj7l668&rel=1"></param><param name="wmode"
value="transparent"></param><embed src="http://www.youtube.com/v/IGoelj7l668&rel=1"
type="application/x-shockwave-flash" wmode="transparent" width="425" height="355"></embed></object>
```

Post Options Labels for this post: e.g. scooters, vacation, fall funny, mum, william tell, youtube Show all

Shortcuts: press Ctrl with: B = Bold, I = Italic, P = Publish, D = Draft [more](#)

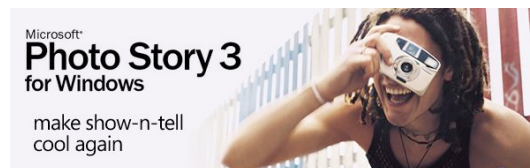
PUBLISH POST SAVE AS DRAFT

If you are going to post a slide show or a Youtube – [www.youtube.com](http://www.youtube.com) video the Html code goes here.

Slideshows can be easily created using:

- [www.rockyou.com](http://www.rockyou.com)
- [www.smilbox.com](http://www.smilbox.com)
- <http://www.microsoft.com>

rockyou



If you are going to be creating slideshows online it is important that you compress the size of photos as this considerably reduces the time it take to upload them. Also consider what time of the day you are uploading as Internet speed varies during the day.



Sharon's Blog - ICT & ECE

sharonlee44@gmail.com | Dashboard | Help | Sign out

Posting | Settings | Layout | View Blog

Create | Edit Posts | Moderate Comments

NEW POST | SEARCH

Posts Per Page: 25

Labels: All, bus trip (1), cluster (1), dissemination (1), funny (1), Have you ever googled your name? It can be an interesting exercise. (1), mum (1), My New Career (1), presentations (1), Truly Inspiring (1), William Tell (1), youtube (1)

Label Actions...	Select: All, None	Your Posts: All, Drafts, Published	1 - 20 of 20
<a href="#">Edit</a> <a href="#">View</a>	▶ CNI Dissemination Bus Trip bus trip, cluster, dissemination, presentations	11/19/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ What only a Mum can say! funny, mum, William Tell, youtube	1 comment 10/29/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Lead Teacher Hui - Lego exercise with Vince Ham	9/18/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Lead teacher Hui	9/11/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ What does the future hold?????	8/10/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Workshops for CNI Teachers	8/6/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Mini Me	2 comments 7/20/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Food 4 thought - Copy Right & Intellectual Propert...	6/30/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ CNI Regional Hui continued.....Jill Hammonds	5/30/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ CNI Hui - May 2007	5/27/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ (Untitled Post)	5/27/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ What an Amazing Cluster group	1 comment 5/27/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ \$100 Laptops for every child - that's the goal.	2 comments 4/29/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Protect your gear, reduce the fear!	4/28/07	by Shaaza <a href="#">Delete</a>
<a href="#">Edit</a> <a href="#">View</a>	▶ Be Selective	1 comment 4/27/07	by Shaaza <a href="#">Delete</a>

To edit a posting or add to it click here

Sharon's Blog - ICT & ECE

sharonlee44@gmail.com | Dashboard | Help | Sign out

Posting | Settings | Layout | View Blog

Basic | Publishing | Formatting | Comments | Archiving | Site Feed | Email | Permissions

Under settings you can set the time, country, permissions for an open or closed site. Take a look at each tab and make changes as required.

Posting | Settings | Layout | View Blog

Basic | Publishing | Formatting | Comments | Archiving | Site Feed | Email | Permissions

#### Blog Authors Your blog can have up to 100 authors.

1 Author can post to this blog

Shaaza	sharonlee44@gmail.com	admin
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[ADD AUTHORS](#)

#### Blog Readers Your blog can have up to 100 readers.

Who can view this blog?

☐ Anybody ☒ Only these readers (4 people) ☐ Only blog authors

Manda's blog	amanda.higgins@core-ed.net	<a href="#">remove</a>
annhath	ann.hatherly@core-ed.net	<a href="#">remove</a>
Helen Duncan	helen.duncan@core-ed.net	<a href="#">remove</a>
Naketa	naketaferguson@hotmail.com	<a href="#">remove</a>

1 Open invitation

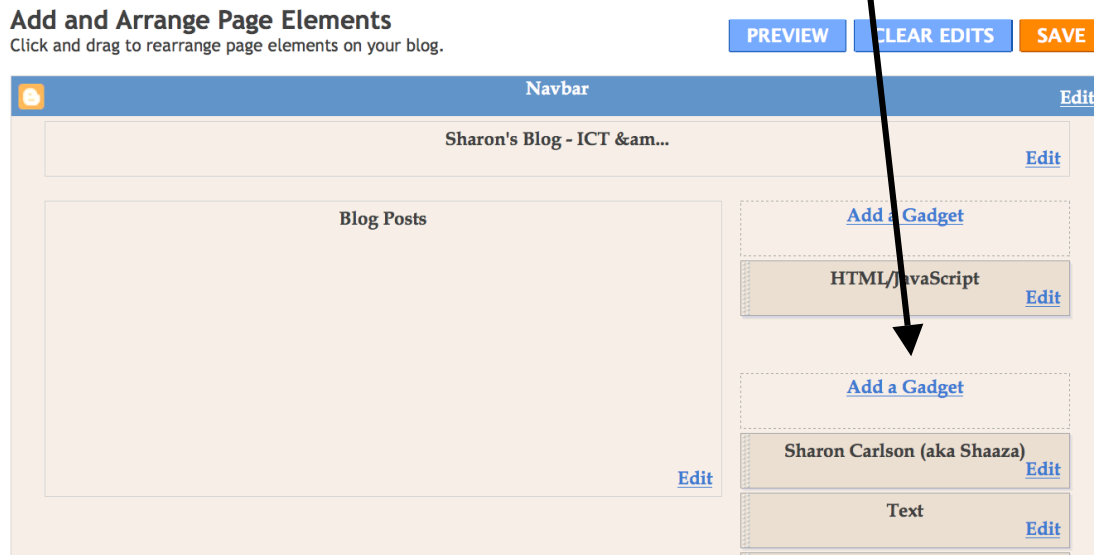
sharon.carlson@core-ed.net	sent 2/27/08	<a href="#">invite again</a>   <a href="#">remove</a>
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Invite more people to read your blog

Separate email addresses with commas. Blog authors already have access.

[INVITE](#) [CANCEL](#)

In the Layout area you are given an overview of the bones of your template and this is where you can personalise, pretty up and add gadgets to the layout of your blog template.



There are many gadgets that can be added to your template, but consider your audience:



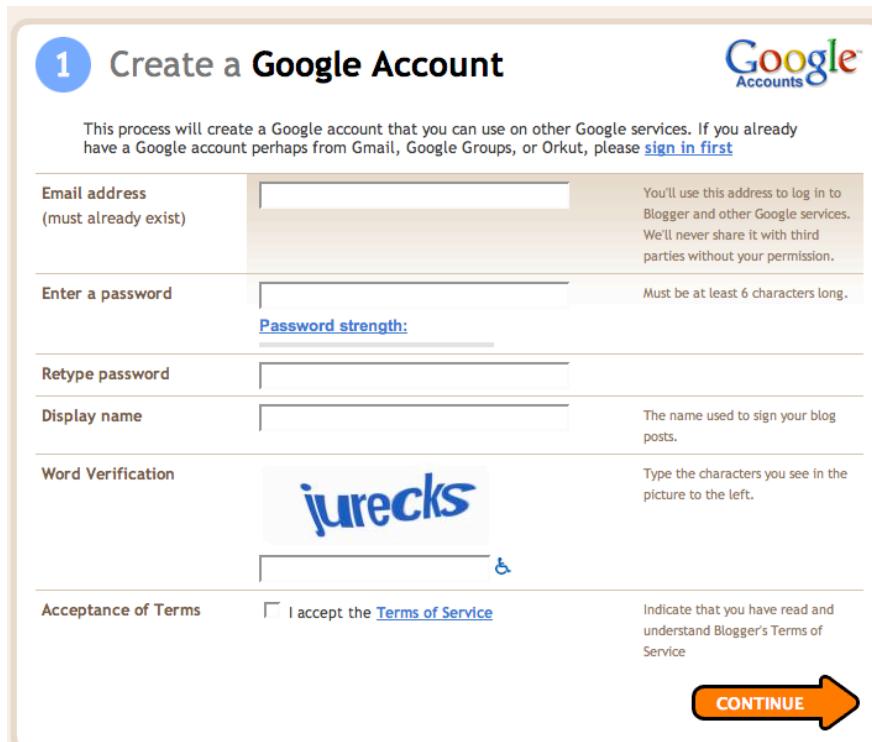
- What will they want to see?
- Does it have adverts attached
- Is it appropriate??

## How to post a comment on a blog site:

For invited readers:


1. Create a Google account:

<https://www.google.com/accounts/NewAccount>



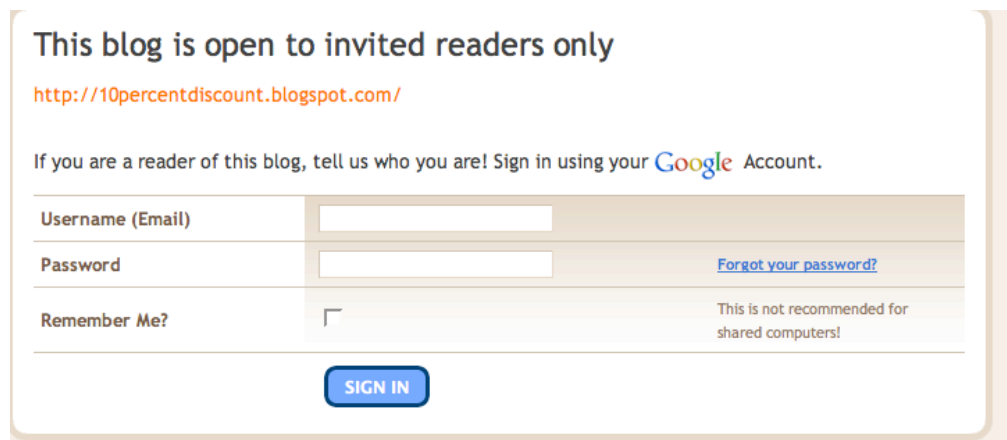
**1 Create a Google Account**

This process will create a Google account that you can use on other Google services. If you already have a Google account perhaps from Gmail, Google Groups, or Orkut, please [sign in first](#)

Email address (must already exist)	<input type="text"/>	You'll use this address to log in to Blogger and other Google services. We'll never share it with third parties without your permission.
Enter a password	<input type="password"/> <a href="#">Password strength:</a>	Must be at least 6 characters long.
Retype password	<input type="password"/>	
Display name	<input type="text"/>	The name used to sign your blog posts.
Word Verification	 <input type="text"/>	Type the characters you see in the picture to the left.
Acceptance of Terms	<input type="checkbox"/> I accept the <a href="#">Terms of Service</a>	Indicate that you have read and understand Blogger's Terms of Service

**CONTINUE**

2. Click on the link you have received from the centre in your email account. Sign in using your new Google account access name and password.



**This blog is open to invited readers only**

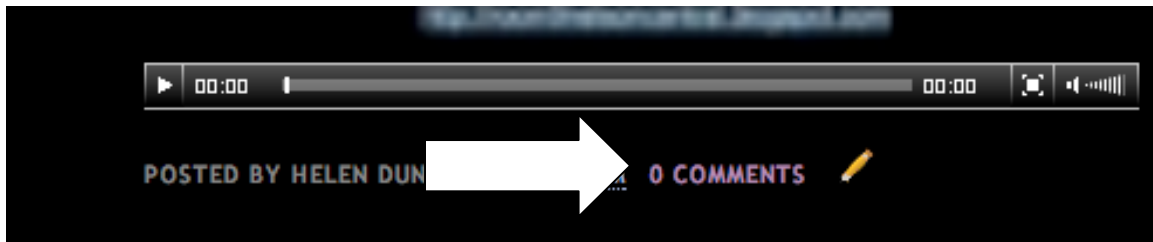
<http://10percentdiscount.blogspot.com/>

If you are a reader of this blog, tell us who you are! Sign in using your **Google** Account.

Username (Email)	<input type="text"/>	
Password	<input type="password"/>	<a href="#">Forgot your password?</a>
Remember Me?	<input type="checkbox"/>	This is not recommended for shared computers!

**SIGN IN**

A blog entry is called a post – scroll down to the bottom of the post that you wish to comment on. Click on the comments link.



3.This will take you to a page like this. Type in your comment and click on the “Publish your comment” button.

4.Your comments will not be published immediately but will be available to view shortly or when the owner of the site has allowed it to be posted onto their site.

You might like to take a look at this youtube – how to start a blog video:

<http://www.youtube.com/watch?v=bU4gXHkejMo>

Or visit my “how to Blog” blog site

[www.eceblogging.blogspot.com](http://www.eceblogging.blogspot.com)



Now it's time to have some discussions with your team and plan for your blogs future development. What's your purpose? What do you want on it? Consider your audience – what do they need and want to know and share? What will entice your audience to return? Planning becomes essential in establishing and developing a blog.

Possibilities for blogs and future postings:

- ⊗ Centre and operation information: hours, cost, philosophy, mission statement, contacts details etc.
- ⊗ Transition information
- ⊗ Events shared through learning stories, video, photos and slideshows
- ⊗ Weekly journal – working smarter
- ⊗ Staff information – first names, photos, qualifications, interests
- ⊗ Events calendar
- ⊗ Parent comments and feed back
- ⊗ Parent contributions and voices
- ⊗ Newsletters, notices
- ⊗ Uploading small videos, photostory3
- ⊗ Podcasting
- ⊗ E-portfolios
- ⊗ ?????

The following are blogs worth viewing and critiquing what works well and what doesn't. Manaia Kindergartens blog is also worth a look as it has developed into a useful tool for teachers, children, families and whānau. It is also worth doing a search on new entrant and primary school blogs to see how they produce and utilise a blog site. A useful Blog book – *Publishing a Blog with Blogger 2005*, Author – Elizabeth Castro.



**Blogs worth viewing**

- 🔗 <http://blog.core-ed.net/naketa/>
- 🔗 <http://blog.core-ed.net/derek/>
- 🔗 <http://blog.core-ed.net/greg/>
- 🔗 <http://manaiakindergarten.blogspot.com/>
- 🔗 <http://10percentdiscount.blogspot.com/>
- 🔗 <http://hurupakikindergarten.blogspot.com/>
- 🔗 [http://kdgroom102.bloghttp://classblogmeister.com/blog.php?blogger\\_id=1638gspot.com/](http://kdgroom102.bloghttp://classblogmeister.com/blog.php?blogger_id=1638gspot.com/)
- 🔗 <http://eceblogging.blogspot.com>
- 🔗 <http://grasslandskindergarten.blogspot.com>

How will you use this tool to achieve maximum engagement, participation and access for teachers, children and families?

Blog?



Some discussion with families will also be essential in the very near future, as permissions will need to be sort for the posting of photos etc. Outlining “netiquette” of online participation and the protocols of the use of photos and leaving comments and uploading information online. Discussion around the importance and purpose of using the blog and the adding of comments and making contributions will heighten your success with this ICT intuitive. Maybe a parent evening to inform them of what’s been happening and a workshop on how they can read the blog and it’s uses. I am sure once they realise that only your families will be able to view this site they will feel comfortable in allowing their children’s photos and movies to be posted. I am happy to support you with this, please let me know how I can help. I look forward to seeing where this will lead, (don’t hesitate to ring or email if you wish to discuss this further).

Other considerations:

- Who will be responsible for regularly updating the blog?
- What role will children play in adding/creating content and postings?
- How will all teachers become comfortable in using the blog?
- What discussions and PD will be required between staff, families and children?



### **Cybersafety - things to consider:**

- Will the blog be private/public/invite only? And why?
- How will you ensure parents permission forms are disturbed, collected and updated?
- What guidelines will be in place regarding the use of names, copyright material, and information placed online?
- Do you have an ICT policy in place to protect all involved? Netsafe have a policy template available online <http://www.netsafe.org.nz>



## How to remove the navigation bar on your blog

If you would like to remove this blue navbar:



Go to your layout tab and select Edit HTML. Hit 'ctrl f' to bring up the find box. Paste this in there: `/* Variable definitions`

Copy this code: `.navbar {display:none;}` and paste it directly above `/* Variable definitions`.

Preview and save!

Your blog will now look like this:



You will now need to go to your dashboard to access your blog.

By removing the navigation bar you eliminate the possibility of children and families clicking on the “*Next Blog*” button, which can take them to any random blog and blogger. Many centres have done this.

Now your challenge is to  
Go forth and Blog

Now your challenge is to  
Go forth and Blog